

12.7.3.3 Location of the property;

12.7.3.4 Verification of right, title or interest in the property;

12.7.3.5 The name and address of the property owner;

12.7.3.6 Description of any federal, state or local permits or approvals required by the project;

12.7.3.7 Photographs of the building, structure and/or property showing all exterior areas to be affected by the proposal;

12.7.3.8 Materials list for all elements of the proposal, including landscaping component;

12.7.3.9 Site plan of the proposed project showing the following:

12.7.3.9.1 Structures existing and proposed;

12.7.3.9.2 Lines and dimensions of the property;

12.7.3.9.3 Streets and ways, existing and proposed;

12.7.3.9.4 Landscaping, existing and proposed;

12.7.3.9.5 Scale drawing of the proposed activity, if requested by the Commission.

12.7.3.10 Applications for the demolition of an identified historic resource shall include the following:

12.7.3.10.1 Information allowing the CEO to determine if the structure proposed for demolition is a historic resource:

The following criteria shall be used to determine if a building is significant:

- (1) The building is listed or **be eligible for** listing on the State or National Register of Historic Places, or is partially or completely within the boundaries of an area so listed; or
- (2) The building has documented associations, with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the City, the state or the nation.

12.7.3.10.2 An analysis of the condition of the building including the building structure and building systems and the repairs or rehabilitation necessary to bring the building into compliance with current code requirements. This analysis shall be performed by a structural engineer or architect with experience in the renovation of historic properties.

12.7.3.10.3 An analysis of the cost effectiveness of the rehabilitation of the property for an allowed use versus the demolition of the property. This analysis shall be prepared by an architect, real estate professional or appraiser with experience in the renovation of historic properties.